



## General Services Administration Federal Supply Service



# Authorized Federal Supply Schedule Pricelist Financial and Business Solutions (FABS)

FSC GROUP: 520

SIN 520-1 Program Financial Advisor Services  
SIN 520-2 Transaction Specialist  
SIN 520-5 Loan Servicing & Asset Management  
SIN 520-11 Accounting  
SIN 520-12 Budgeting  
SIN 520-13 Complementary Financial Management Services



**Contract Number:** GS-23F-0168P  
**Contract Period:** 02/27/2009 – 02/26/2014  
**Business Size:** Large

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).*

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).*



***Contract Administration POC Source:***

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# Customer Information

**1a. Special Item Numbers:**

SIN 520-1 Program Financial Advisor Services  
SIN 520-2 Transaction Specialist  
SIN 520-5 Loan Servicing & Asset Management  
SIN 520-11 Accounting  
SIN 520-12 Budgeting  
SIN 520-13 Complementary Financial Management Services

**1b. Lowest priced model and lowest unit prices:** Prices shown in pricelist are net.

**1c. Labor Category Descriptions:** See page 13.

**2. Maximum Order:** \$ 1 million per SIN. Orders exceeding the maximum order threshold may be placed in accordance with clause I-FSS-125, "Requirements Exceeding the Maximum Order (SEP 1999)."

**3. Minimum Order:** Pursuant to Contract Clause 521.219-19, entitled Order Limitations, the minimum order is \$300.

**4. Geographic Coverage:** Domestic and Overseas

**5. Points of Production:** Emerging Markets Group USA, Ltd.  
2107 Wilson Boulevard, Suite 800  
Arlington, VA 22201-3096

**6. Statement on Net Price:** Prices shown in pricelist are net.

**7. Quantity Discounts:** None.

**8. Prompt Payment Terms:** None.

**9a. Acceptance of Government purchase cards below micro-purchase threshold:**  
Emerging Markets Group, Ltd. accepts Government Purchase Cards below the micro-purchase threshold.

**9b. Acceptance of Government purchase cards above micro-purchase threshold:**  
Emerging Markets Group, Ltd. accepts Government Purchase Cards above the micro-purchase threshold.

**10. Foreign Items:** N/A

- 11a. Time of Delivery:** To be negotiated per each delivery order.
- 11b. Expedited Delivery:** Contact Emerging Markets Group, Ltd. for expedited delivery.
- 11c. Overnight and Two-day Delivery:** Contact Emerging Markets Group, Ltd. for overnight and two-day delivery.
- 11d. Urgent Requirements:** Contact Emerging Markets Group, Ltd. for urgent requirements.
- 12. F.O.B Points:** Destination
- 13a. Ordering Address:**
- Emerging Markets Group, Ltd.  
2107 Wilson Boulevard, Suite 800  
Arlington, VA. 22201-3096  
Attn: Russ Webster  
Phone: (703) 373-7600  
Fax: (703) 373-7601  
E-mail: [Russ.Webster@CardnoEM.com](mailto:Russ.Webster@CardnoEM.com)
- 13b. Ordering Procedures:**
- For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. Payment Address:**
- Emerging Markets Group, Ltd.  
2107 Wilson Boulevard, Suite 800  
Arlington, VA. 22201-3096  
Attn: Endre Esztergomi, Controller  
Phone: (703) 373-7600
- 15. Warranty Provision:** N/A
- 16. Export Packing Charges:** N/A
- 17. Terms and conditions of Government commercial credit card acceptance:**  
Emerging Markets Group, Ltd. accepts the Government commercial credit card for all purchases whether above or below the micropurchase threshold.
- 18. Terms and conditions of Government rental, maintenance, and repair:** N/A

- 19. Terms and conditions of installation: N/A**
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discount from list prices: N/A**
- 21. List of service and distribution points: N/A**
- 22. List of participating dealers: N/A**
- 23. Preventive Maintenance: N/A**
- 24a. Environmental Attributes: N/A**
- 24b. Section 508 Compliance: No**
- 25. Data Universal Number (DUNS): 87-769-8936**
- 26. Notification regarding registration in CCR database:** Emerging Markets Group, Ltd. is registered in the Central Contractor Registration (CCR) database.
- 27. Uncompensated Overtime:** Emerging Markets Group, Ltd. labor rates proposed are based on a 40-hour week. Overtime hours are NOT authorized unless approved in advance by a supervisor.

## Corporate Overview: Emerging Markets Group, Ltd.

Emerging Markets Group, Ltd. is pleased to offer its services and products to Federal government employees through the Worldwide Federal Supply Schedule for Financial and Business Services (FABS).

### *About Us*

At EMG, effective development is our business. We create innovative solutions for sustainable development around the world. Emerging Markets Division challenges the causes of poverty to improve the physical, economic and social infrastructure that underpins communities.



Emerging Markets Division is a global team. We have eight corporate offices and over 150 project offices on five continents. To meet our clients' needs worldwide, EMG brings together over 4,000 engineers, technical specialists, and development professionals who speak 40 languages. The Division serves a range of donors, including the AfDB, ADB, AusAID, EU, the Global Fund, MCC, DFID, UN Agencies, USAID, and The World Bank Group. We also work directly with partner governments, corporate clients, NGOs, and local communities. EMG's global presence allows us to share successful development approaches with our clients to maximize development impact.

Emerging Markets Group, Ltd., has a nearly 30-year history of serving the U.S. Government's foreign assistance objectives. The Emerging Markets Division brings together a broad range of experience and talent; a rich history of innovation, passion, and commitment to international development and an established reputation for high quality demand and client driven services.

Emerging Markets Division provides specialized professional services associated with the planning, design, implementation, evaluation and monitoring of development programs across a range of physical, economic, and social infrastructure sectors. Our business has a global presence and strong commitment to use and build local capacity:

**Agriculture and Rural Livelihoods:** EMG applies a market-based approach to increase income generating opportunities for the poor.



**Business Environment Reform:** EMG uses a collaborative approach to developing laws and regulations and improving the institutions that implement them.

**Enterprise Development:** EMG helps create the right conditions for enterprises to expand and grow — an essential element for inclusive and sustainable economic growth. Our approach focuses on pro-poor market outcomes addressing risk and vulnerability.

**Financial Sector Reform:** EMG works with donors and country counterparts to develop sustainable, deep, and well regulated financial systems that provide a range of credit, savings and risk management products to businesses and households.



**Infrastructure and Utilities:** EMG helps increase access to safe drinking water and adequate sanitation; to low-cost energy, to effective communications and to efficient transportation — all of which are fundamental to health and economic development.

**Land Policy and Administration:** EMG assists in the transition toward formalized systems that provide land tenure security and helps improve policy and regulatory environments and reform systems for land management and administration. EMG works at the community level to develop methodologies that recognize traditional systems affecting land ownership and land use.

**Local Governance:** EMG helps local governments develop and implement innovative approaches to improve services to citizens — health, education, water, waste management, energy, business registration, and infrastructure maintenance. We emphasize local ownership, service expansion, and long-term sustainability.

**Public Finance and Procurement:** EMG assists governments to design and administer corruption-prevention programs with modern fraud-reduction techniques. We help government be more transparent in financial management, revenue collection, public procurement, and expenditure control.

**Health Systems Reform:** Emerging Markets Group, Ltd. strengthens and reforms all critical health system functions — service delivery, financing, governance, resource allocation, monitoring and evaluation, and demand generation.

**HIV and AIDS and Infectious Diseases:** EMG builds stronger and more sustainable systems for the fight against HIV and AIDS by providing private sector solutions to HIV service delivery problems.

**Maternal, Newborn, Child and Reproductive Health:** EMG strives to ensure that a mother and child receive quality care to prevent and treat disease, targeting women, children, and families in underserved communities.

**Funds Management:** We provide a full range of funds management services, relying on our demand-led, performance-based approach and on our decades of business expertise.

**Reconstruction and Stabilization:** EMG applies commonly identified markers of good governance and democracy, and works concurrently with government and the private sector to revitalize fragile states.

**Monitoring and Evaluation:** EMG helps development agencies, governments, and private sector partners harmonize their efforts and leverage their resource pools to improve development aid effectiveness and ensure the sustainability of their investment.

**Social Investment:** EMG helps businesses invest in the communities where they operate, facilitating partnerships with populations and local governments to build healthy and prosperous communities.



### *Our Mission*

EMG is dedicated to achieving optimum product and service quality performance -- both for our customers and in the company's internal operations including, finance, accounting, human resources, contracting, and other administrative services. Our emphasis is on involvement of teams and individuals -- all focused toward optimizing product and service quality within the constraints of resources. We are characterized by:

- › A resource base of *trusted affiliates* with specialized backgrounds to complement EMG's expertise and address specific sector needs of individual countries.
- › *High quality design and delivery* of a broad range of services.
- › Emphasis on *knowledge transfer and training* in all projects to help ensure capacity building and sustainability.
- › *Reputation as a global firm* with the ability to provide *integrated assistance* in developing markets that is leveraged by our experience in modern, developed economies where we draw upon thought leadership, best practices and cutting-edge technology.
- › Every client EMG serves, every market where we work, is unique. We tailor our implementation based on *thoughtful examination* of institutional structure, patterns and practices, and economic circumstances of each market and work closely with counterparts at every level to ensure relevancy for the local context.





# Prices & Labor Categories

## FABS Labor Rates & Other Direct Costs

<b>Staff</b>	<b>Hourly Rates (Year 1 – 5)</b>				
<b>Labor Category</b>	<b>2/27/09- 2/26/10</b>	<b>2/27/10- 2/26/11</b>	<b>2/27/11- 2/26/12</b>	<b>2/27/12- 2/26/13</b>	<b>2/27/13- 2/26/14</b>
Project Director	\$ 275.80	\$ 286.84	\$ 298.31	\$ 310.24	\$ 322.65
Project Manager III	\$ 245.16	\$ 254.96	\$ 265.16	\$ 275.77	\$ 286.80
Project Manager II	\$ 111.54	\$ 116.00	\$ 120.64	\$ 125.47	\$ 130.49
Project Manager I	\$ 95.00	\$ 98.80	\$ 102.75	\$ 106.86	\$111.13
Subject Matter Expert III	\$ 214.51	\$ 223.09	\$ 232.01	\$ 241.29	\$ 250.94
Subject Matter Expert II	\$ 207.16	\$ 215.45	\$ 224.06	\$ 233.03	\$ 242.35
Subject Matter Expert I	\$ 107.87	\$ 112.18	\$ 116.67	\$121.34	\$ 126.19
Actuary	\$ 306.45	\$ 318.71	\$ 331.46	\$ 344.72	\$ 358.50
Attorney/Legal Expert	\$ 245.16	\$ 254.96	\$ 265.16	\$ 245.77	\$ 286.80
Policy Expert	\$ 237.49	\$ 246.99	\$ 256.87	\$ 267.14	\$ 277.83
Economist	\$ 204.70	\$ 212.89	\$ 221.41	\$ 230.26	\$ 239.47
Tax Specialist	\$ 189.99	\$ 197.59	\$ 205.50	\$ 213.72	\$ 222.26
Audit and Accounting Specialist	\$ 191.22	\$ 198.87	\$ 206.82	\$ 215.10	\$ 223.70
PR/Communication Specialist	\$ 128.71	\$ 133.86	\$ 139.21	\$ 144.78	\$ 150.57
Training Specialist	\$ 128.71	\$ 133.86	\$ 139.21	\$ 144.78	\$ 150.57
Management Specialist	\$ 128.71	\$ 133.86	\$ 139.21	\$ 144.78	\$ 150.57
Procurement Specialist	\$ 67.41	\$ 70.11	\$ 72.92	\$ 75.83	\$ 78.87
MIS Specialist	\$ 160.42	\$ 166.83	\$ 173.51	\$ 180.45	\$ 187.66
Technical Graphic Design Specialist	\$ 85.81	\$ 89.24	\$ 92.81	\$ 96.53	\$ 100.39
Administrative Specialist	\$ 77.22	\$ 80.31	\$ 83.52	\$ 86.86	\$ 90.34

<b>Cooperating Country National Staff</b>	<b>Hourly Rates (Year 1 – 5)</b>				
<b>Labor Category</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Project Manager III	\$ 41.68	\$ 43.35	\$ 45.08	\$ 46.89	\$ 48.76
Project Manager II	\$ 26.97	\$ 28.05	\$ 29.17	\$ 30.34	\$ 31.55
Project Manager I	\$ 15.94	\$ 16.58	\$ 17.24	\$ 17.93	\$ 18.65
Subject Matter Expert III	\$ 90.71	\$ 94.34	\$ 98.12	\$102.04	\$106.12
Subject Matter Expert II	\$ 28.96	\$ 30.11	\$ 31.32	\$ 32.57	\$ 33.87
Subject Matter Expert I	\$ 22.07	\$ 22.95	\$ 23.87	\$ 24.83	\$ 25.82
Audit and Accounting Specialist	\$ 33.09	\$ 34.42	\$ 35.79	\$ 37.23	\$ 38.71
PR/Communications Specialist	\$ 19.61	\$ 20.40	\$ 21.21	\$ 22.06	\$ 22.94
Training Specialist	\$ 19.61	\$ 20.40	\$ 21.21	\$ 22.06	\$ 22.94
MIS Specialist	\$ 38.00	\$ 39.52	\$ 41.10	\$ 42.74	\$ 44.45
Research Analyst	\$ 21.60	\$ 22.46	\$ 23.36	\$ 24.29	\$ 25.26
Administrative Specialist	\$ 12.87	\$ 13.39	\$ 13.92	\$ 14.48	\$ 15.06

**Note:** All Proposals shall be based on 260 Direct Bill Days a year to include Holidays, Vacation and Sick Days.

<b>OTHER DIRECT COSTS</b>		
<b>Office and Operating Expenses</b>		
Office Rent and Utilities	\$10,273.10	Per Month
Communications ~ (Phones, Fax, DSL, etc.)	\$ 20,150.60	Per Month
Office Supplies	\$ 1,881.60	Per Month
Printing/Reproduction	\$ 2,459.32	Per Month
Postage/Courier	\$ 667.97	Per Month
Workshops/Training/Seminars	\$ 96,101.33	Per Year
Insurance (Equipment/Office)	\$ 1,664.21	Per Month
Translation Service	\$ 6,878.69	Per Month
Vehicle Maintenance & Insurance	\$ 4,974.16	Per Month
Project Vehicles	\$ 303,667.87	Year
Administrative Support (Local)	\$ 435,136.41	Year
Computer Equipment	\$ 459,975.32	Year
Computer Software	\$ 75,449.65	Year
Office Equipment	\$ 30,900.10	Year
Office Furniture	\$ 2,420.11	Month

**Note:** The ODC prices are reflective of ceiling prices based on prior contracts. These prices do not necessarily reflect the price per each Task Order and may be negotiated accordingly per each Task Order.

# Labor Category Descriptions

## PROJECT DIRECTOR

### *Functional Responsibility:*

A Project Director heads the engagement team and is responsible for all assurance and specialized services provided on an engagement and for ensuring that such services comply with the Firm's Client Service Standards, applicable professional standards, and the Firm's overall objective of professional excellence. The Project Director determines the nature, timing, and extent of procedures and ensures compliance with Firm policies and professional standards.

### *Position Qualifications:*

Minimum of 10 years of professional management experience preferred.

## PROJECT MANAGER – LEVEL 3

### *Functional Responsibility:*

Experience managing large-scale projects. Substantial experience in managing the business issues associated with client requirements. Responsible for management and supervision of the engagement team, on-site quality control, review and approval of working papers and findings, adherence to applicable standards, report review, and assisting in development of overall engagement approach.

Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets; establish regular correspondence with field teams to monitor project activities; reporting to appropriate parties and monitoring of compliance issues; initial review of technical scopes of work; maintain client relations assigned to the project; development of subcontracts and maintain subcontractor relations; coordination of on-going research, monitoring and evaluation activities; participation in research activities that have implications for program management.

### *Position Qualifications:*

Minimum of 10 years experience (or Master-level degree plus eight years of relevant experience) in development consulting or related area preferred.

## PROJECT MANAGER – LEVEL 2

### *Functional Responsibility:*

Experience in managing the business issues associated with client requirements. Responsible for management and supervision of the engagement team, on-site quality control, review and approval of working papers and findings, adherence to applicable standards, report review, and assisting in development of overall engagement approach.

Provides technical guidance and project management functions associated with client requirements including, financial management of projects through budget monitoring; recruitment of qualified personnel to support unique client environments; assist in the development and writing of client work plans and budgets; establish regular correspondence with field teams to monitor project activities; reporting to appropriate parties and monitoring of compliance issues; initial review of technical scopes of work; maintain client relations assigned to the project; development of subcontracts and maintain subcontractor relations; coordination of on-going research, monitoring and evaluation activities; participation in research activities that have implications for program management.

*Position Qualifications:*

Minimum of 5 years experience (or Master-level degree plus three years of experience) in development consulting or related area preferred.

### PROJECT MANAGER – LEVEL 1

*Functional Responsibility:*

Provides project management functions associated with client requirements including the following: developing and maintaining a comprehensive filing system for each project; track and maintain project budget; recruit and check references for field staff; manage overseas consultants/field staff utilizing pre-established checklists and forms; establish regular correspondence with the field team to monitor project activities; staying apprised of the technical team's needs; ensure timely, accurate, and detailed client reporting and monitor contract compliance issues; perform initial review of technical scopes of work for long- and short-term consultants/field staff; develop subcontracts and maintain subcontractor relations; monitor monthly billings; review and approve client invoices in the absence of senior-level project manager.

*Position Qualifications:*

Minimum of 2 years experience (or Master level degree) in development consulting or related area preferred.

### SUBJECT MATTER EXPERT, LEVEL 3

*Functional Responsibility:*

Experience in the field of financial sector development with a focus on developing economies. Specific expertise in a financial SIN area such as financial sector policy and reform, banking, capital market development, pension reform, SME/micro-finance, regulation and supervision, anti-money laundering, corporate restructuring, institution building, etc. Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex financial systems or financial issues. Makes recommendations and advises on system improvements, optimization or maintenance efforts in integrated financial management systems.

*Position Qualifications*

Minimum of 10 years of subject matter/technical experience (or Master-level degree plus eight years of experience) in development consulting or related area preferred.

SUBJECT MATTER EXPERT, LEVEL 2

*Functional Responsibility:*

Experience in the field of financial sector development with a focus on developing economies. Specific expertise in a financial SIN area such as banking, capital markets development, pension reform, SME/micro-finance, regulation and supervision, anti-money laundering, corporate restructuring, etc. Provides technical, managerial and administrative support for problem definition, analysis, requirements development and implementation for complex to extremely complex financial systems or financial issues. Assists in developing recommendations on system improvements, optimization or maintenance efforts in integrated financial management systems.

*Position Qualifications*

Minimum of five years of subject matter/technical experience (or Master-level degree plus three years of experience) in development consulting or related area preferred.

SUBJECT MATTER EXPERT, LEVEL 1

*Functional Responsibility:*

Experience in the field of financial sector development with a focus on developing economies. Provides support to subject matter experts by undertaking basic research and analysis, and providing administrative support as needed.

*Position Qualifications*

Minimum of two years of subject matter/technical experience (or Master-level degree) in development consulting or related area preferred.

Actuary

*Functional Responsibility:*

Experience in designing and implementing actuarial and financial models. Demonstrated ability to conduct detailed quantitative analysis.

*Position Qualifications*

Minimum of 5 years of specialized experience in the area of actuarial science or quantitative statistics preferred.

ATTORNEY/LEGAL EXPERT

*Functional Responsibility*

Legal expert with experience in drafting legislation and regulations, and legal and regulatory reform, designing legal structures, particularly in developing economies. Specific expertise in a particular area of law such as securities law, pensions, commercial law, banking, bankruptcy, judicial reform, etc.

*Position Qualifications*

Law degree plus a minimum of 5 years of experience in law/legal reform preferred.

## Policy Expert

*Functional Responsibility*

Experienced financial sector policy expert with particular expertise across many regions, with a focus on developing countries. Experience working with high-level host country policymakers to design overall long-term strategic financial sector and economic policies. Able to analyze existing policies, identify critical issues and constraints, and develop recommendations and action plans for implementing reforms. Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex financial systems or financial issues. Able to bring to bear knowledge of best practices and lessons learned from experiences in other countries.

*Position Qualifications*

Minimum of 10 years of experience in policy design and/or reform and Master's or PhD level degree preferred.

## Economist

*Functional Responsibility*

Experienced macro/micro-economist with a focus on developing economies. Able to analyze macro/microeconomic policies, identify critical issues and constraints, and develop recommendations and action plans for implementing reforms. Provides technical, managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems, with a view to assisting client governments to strengthen their ability to control and adjust fiscal and economic policy.

*Position Qualifications*

Minimum of seven years of experience in macro or microeconomic policy preferred.

## TAX SPECIALIST

*Functional Responsibility*

Solid understanding of taxation issues. Able to analyze taxation policies and regulations, identify critical issues and constraints, and develop tax policy recommendations and action plans for implementing reforms as needed. Provides technical, managerial and



administrative direction for problem definition, analysis, requirements development and implementation for complex systems.

*Position Qualifications*

Minimum of 5 years of experience in taxation issues preferred.

**AUDIT AND ACCOUNTING SPECIALIST**

*Functional Responsibility:*

Accounting and financial management experience. Provides guidance on the accurate recording of complex accounting events, apply appropriate cost accounting techniques, and possess an understanding of the principles of financial statement compilation. Assesses operational weaknesses, perform process improvement analysis, and recommend corrective solutions. Identifies products and or procedures for compliance with accounting/auditing principles and internal controls.

*Position Qualifications*

Minimum of 5 years of experience in audit and/or accounting preferred.

**PUBLIC RELATIONS/COMMUNICATIONS SPECIALIST**

*Functional Responsibility*

Provide full complement of public relations and communications services from identifying critical issues, developing a detailed and time-bound public relations and/or communications plan, designing specific elements for said plan, and overseeing successful implementation of plan. Experience working with local media, print, and other local outlets, other forms of advertising, communication, public education.

*Position Qualifications*

Minimum of 5 years of experience in public relations preferred.

**TRAINING SPECIALIST**

*Functional Responsibility*

Provides training services. Specific experience designing training curriculum, drafting and developing training manuals and conducting training seminars on behalf of clients.

*Position Qualifications*

Minimum of 5 years of experience in providing training services preferred.

### **MANAGEMENT SPECIALIST**

#### *Functional Responsibility*

Provides management oversight for facilitating and coordinating meetings and conferences. Specific management experience working with vendors and clients to plan all aspects of conferences.

#### *Position Qualifications*

Minimum of 5 years of experience in providing conference planning services preferred.

### **PROCUREMENT SPECIALIST**

#### *Functional Responsibility:*

Experience handling large and complex procurements in a variety of industries from procurement planning through execution. Performs strategic planning on acquisition approaches, develops the requisite planning and justification documentation for approval and running of major procurements, and supports and defends the procurement to approval authorities.

#### *Position Qualifications*

Minimum of three years of experience in providing procurement services preferred.

### **MIS/IT SPECIALIST**

#### *Functional Responsibility*

Experience in large, complex MIS/IT systems, focusing on financial sector-specific systems such as banking, pensions, accounting/audit, etc. Solid understanding of various software programs and databases. Able to undertake analysis and provide recommendations for suitable MIS and IT systems capable of handling current workload, and further expansions in workload, tracking key financial indicators for monitoring and verification purposes.

#### *Position Qualifications*

Minimum of 5 years of experience in MIS/IT with experience in designing financial sector-specific MIS/IT programs preferred.

### **TECHNICAL/GRAPHIC DESIGN SPECIALIST**

#### *Functional Responsibility*

Knowledgeable in computer-based documentation and presentation techniques, technical typing and word processing. Support projects by preparing graphical and narrative presentation material to create cohesive product.

#### *Position Qualifications*

Minimum of 3 years of experience in text editing and graphic design preferred.

## **RESEARCH ANALYST**

### *Functional Responsibility*

Able to conduct in-depth research and fact-finding in a variety of technical and financial areas, as directed by management level professional staff. Prepare briefs and presentations detailing findings of research, including spreadsheets, graphics, and other supporting documents.

### *Position Qualifications*

Minimum of 2 years of experience preferred.

## **ADMINISTRATIVE SUPPORT**

### *Functional Responsibility*

Provides administrative type support to management level personnel. This includes, but is not limited to, contract administration, database management, secretarial support, proofreading, internal accounting support, and computer technical support.

### *Position Qualifications*

Minimum of 2 years of general experience preferred.